

ARMY OTOT VACANCY ANNOUNCEMENT
ARIZONA ARMY NATIONAL GUARD
ACTIVE GUARD AND RESERVE
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: www.dema.az.gov

ANNOUNCEMENT NUMBER: 20-1170T DATE: 7 August 2020 CLOSING DATE: 23 August 2020

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

HUMAN RESOURCES NCO, SGT, MOS IMMATERIAL

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

LOCATION OF POSITION:

WAATS (W7V0AA); 22440 E. Pinal Air Park Rd, Red Rock, AZ 85145

AREA OF CONSIDERATION: This position is a ONE-TIME OCCASIONAL TOUR (OTOT) in the Active Guard and Reserve Force and is **open to current members of the Arizona Army National Guard in the grades of E-4 through E-5**. Individual selected will be on a ONE-TIME OCCASIONAL TOUR (OTOT) of Active Duty Title 32 with the Arizona Army National Guard length of tour is dependent on funding not to exceed three years. In order to be considered for this position, applicants must meet minimum qualifications as outlined within this announcement.

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.198012.

NOTE: This OTOT will be for a period of 12 months.

NOTE: PCS funds are NOT available.

NOTE: Applicant must possess a SECRET or above security clearance.

INSTRUCTIONS FOR APPLYING: IAW NGR 600-5, paragraph 2-4, the documents listed below **WILL** be submitted "as a minimum." If any of the required documents are not reasonably available to you, a brief letter will be submitted citing which documents are missing. This letter will include a short explanation explaining why the officer is eligible for the position. **Failure to follow the above instructions may result in a finding of ineligibility and may cause you to lose consideration for the position.**

- a. NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position.)
- b. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid.
- c. Letters of recommendation or Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement. Provide last 5 NCOERs, as applicable.
- d. Certified copy of Enlisted Record Brief (ERB). Verify ASVAB line scores and type of security clearance are annotated on the ERB
- e. Statement of all active service performed. The following documents are acceptable – Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). For other services, equivalent retirement points statement.
- f. Certificate of Release or Discharge (DD Form 214(s), DD Form 220(s) and any accompanying DD Form 215(s) if applicable). If you have one of the above mentioned documents, ensure you include them in your packet. Failure to do so will result in your packet being disqualified. DD Form 1506 (Statement of Service) Title 10 applicants only.
- g. DA Photograph in Military uniform taken within the last 24 months is required. DA Photographs are valid for five years. The ranks of SGTs and below are not required to have a current DA Photograph on file.
- h. AZNG Form 335-4-R (Apr 1992).

- i. DA Form 705 (APFT) or DTMS print out: last 5 Record APFTs (ensure that height and weight are annotated on DA 705). Profiles must be attached if applicable. Current APFT will be within 6 months for Active Duty Status and 12 months for Reservist.
- j. Proof of meeting body composition standards IAW AR 600-9 (within 6 months). DTMS printout can be used. (DA Form 5500/5501, if applicable)
- k. NGB Form 22s (if applicable). This is a National Guard separation document. If you have previously separated from the National Guard, this document will be required in your packet.
- l. DD Form 369 (Oct 2011) Police Record Check. **Only** fill out block 1 through 9b, and sign block 11.

USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES AND GOVERNMENT MAIL SYSTEM TO SEND APPLICATIONS. APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL. SOLDIERS WHO ARE DEPLOYED MAY SUBMIT HIS/HER APPLICATION USING THE EMAIL ADDRESS OF NG.AZ.AZARNG.LIST.HRO-WEBMASTER@MAIL.MIL

**** We recommend that you have a member of your unit review your application prior to submission to our office. ****

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a current member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: MOS Immaterial

MINIMUM APPOINTMENT REQUIREMENTS:

- 1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
- 2. Soldiers must meet the physical requirements of AR 600-9.
- 3. Must be MOS qualified.
- 4. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives (not applicable for OTOT positions)
- 5. AGR Soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the AGR program manager.
- 6. Must possess the grade equal to or below that authorized for the AGR duty position.
- 7. Acceptance of an AGR position TERMINATES entitlements to be Selected Reserve Incentive Program (SRIP).
- 8. Permanent Change of Station (PCS) expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
- 9. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
- 10. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
- 11. Applicants who answer YES to questions 8, or 12-18 of section IV, NGB Form 34-1, or have not completed Initial Entry Training (IET) are ineligible to apply. to include DD214(s) that have unfavorable remarks to include; Unsatisfactory Performance, Misconduct, Dropped From the Rolls (DFR), Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11.
- 12. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:

- 1. Have ADMIN Experience
- 2. Hold a secret security clearance

BRIEF JOB DESCRIPTION:

Performs and completes a variety of S-1 administrative actions; prepares and reviews all types of payroll documents; manages full time manning for over 160 Soldiers in three Battalions; provides quality assurance for all personnel actions; processes request for orders, officer and enlisted promotions, state and federal awards, in and out processing, leaves, personnel evaluations, and reassignments; prepares and processes DD 93 and SGLV 8286; processes DEERS actions and creates ID cards for current and retired military members, dependents, and contractors; represents and advises Brigade and Battalion Staff on all matters pertaining to personnel actions and manpower. Performs other duties as assigned.

Nominating Official: CW2 Cassandra Yorgensen

Selecting Official: LTC Stephen Sawyer